**Faculty Undergraduate Sub Committee**

**Unconfirmed Minutes of the meeting held on the 12th February 2014,**

**2.00pm in 3.213 University Place**

**Present:**

Matt Jefferies (Chair); Norma Hird (SoL); Ilias Petrounias (MBS); James Garratt (SALC); Fiona Smyth (SED); Emma Rose (Teaching and Learning Support Services); Lisa McAleese (Teaching and Learning Manager); Emma Sanders (Teaching and Learning Officer); Sarah Helsby (Teaching and Learning Officer/ Secretary); Harriet Pugh (Humanities UG Student Rep); Asif Parvi (Humanities UG Student Rep)

**By Invitation:**

Karen Wang (SALC); Michael Sanders (SALC); Roger Hewitt (eLearning)

1. **Apologies for absence:**

Rosie Dammers (UMSU); Veronique Pin-Fat (SOSS); Dave Williamson (Director of Teaching and Learning, SoL)

**2. Minutes of the last meeting**

Agreed as a correct record.

1. **Matters Arising from the minutes**
* **Feedback on proposed changes to Draft TLO Guidance on Programme Amendments and Timescales.**

TLMG was postponed, Emma Sanders will now circulate Faculty guidance document to committee members

* **Internal advisors**

Emma Sanders has not received any nominations. She will ask Fiona Smyth to nominate an additional potential advisor from SEED.

**4. NPP1 programme approvals in principle**

4.1 NPP1 Bachelor of Science with Honours in Psychology for Education

**Agreed:**

The programme was agreed in principle, subject to clarification of the issues below:

* Where are students going to come from?
* Are there pre-requisites?
* Email correspondence stating that School of Psychological Sciences is happy with this
* A cascade route from Psychology to be established
* Stated duration (page 2) to be amended to show 33 months Full time and 69 months Part time
* Part time numbers to be confirmed
* Confirmation of home and overseas numbers
* Have the necessary additional posts been approved?
* Resources include no mention of the costings for administration. Is this correct?
* Confirmation of placements experience with established contacts, can these placements be guaranteed?
* Rationale behind the ten credit structure was queried, in view of the assessment load on students and staff resources required.,
* Resources page: are year one transport costs going to be refunded? Costs are not built into additional costs
* Signed NPP1 needs to be provided to TLO with approval from Head of School and Faculty Accountant
* Signed Resources form from Head of School
* Signed IS eLearning resources form from Faculty IS Manager

**Action:**

Sarah to communicate required changes to Michael Wigelsworth and then to re-submit the complete NPP1 to Matt for approval via Chair’s Action ahead of the next meeting in May.

**5. Programme Amendments**

 None

**6. Programme Suspensions**

None

**7. Programme Withdrawals**

None

**8. Manchester International Summer School**

**Discussion:**

Mike Sanders and Karen Wang joined the group to present the proposal for SALC’s 2014 ‘Manchester’ International Summer School. The first Summer School in 2013 recruited 44 overseas students and ran on a licensed system so that credits could be carried forward for those choosing to convert to full time students at Manchester. The School sees this as a valuable additional income stream and a means for converting interest from international students. This year’s revised proposal has been based on committee and external examiner feedback from last year. Two international Scholarships will be offered this year in the form of a fee waiver, whereby overseas institutions will be asked to nominate students.

The proposal for the Summer School has a breakeven point set at around 35-40 students. It was noted that if it is able to recruit up to 80 students it has ability to make a significant profit. This year the School is hoping to attract around 65 students, increasing to 80 next year and to 100 in two years’ time. The applications system is open and two weeks ago it had already received 16 applications. Last year 3-4 Chinese institutions applied late in the cycle and these applications are expected again this year.

Market research suggests that demand is there for 20 credits but that the 10 credit unit is popular as it serves purpose for those not wanting to commit to completing the assignment. Of the 44 students who attended last year 6 opted to take the 20 credit course.

**Queried:**

The group queried the credit weighting of the two different course unit options available as the intended learning outcomes were shown as being the same. An additional intended learning outcome would be required to show the additional learning obtained through the further 10 credits awarded to 20 credit students. The current weighting for presentations on 10 and 20 credit units does not align, as 20 credit students receive less credit for the presentation element as they have the additional assignment element to complete. The concept of having different weighting for presentations was queried as it is the same piece of work.

 It was noted that the phrase ‘3 week summer school’ used in the promotional material was quite misleading and should state ‘3 week residential’, as it is 11 weeks in total for the 20 credits.

It was also noted that both the 10 and 20 credit units are priced the same but there should be additional costs incorporated for the administration of the assignment for 20 credit students. Michael explained that the current financial model absorbs these additional costs. The current price of £1500 has been set to remain competitive and slightly undercut competitors

There are other Summer School programmes using similar names including the PGR ‘Methods of Manchester Summer School’ ran by Tarani Chandola. The 'Manchester' publicity still needs to be updated to match the intended learning outcomes. The CPD checklist has been updated in terms of refinements required for Campus Solutions.

Roger requested clarification on the expectations for using Blackboard this year. Karen reported that each course unit option has a course code to be set in Campus Solutions. Students are instructed to only answer relevant sections.

The Committee agreed that the Summer School was a very positive idea but it was suggested that Mike and Karen consider the following options:

1. **To find further work for the 20 credit students to meet additional learning outcomes**.

In order to establish the further learning achieved by taking the 20 credit unit, additional learning outcomes should be stated. The 10 credit students’ hours could be reduced, and the remaining hours be used for workshops to be offered to the 20 credit students, so as to support this additional work.

1. **To remove the 10 credit option (leaving the10 credit version available as an exit award)**

Removing the 10 credit option would mean that all students register on the 20 credit option with the pre-reading and assignment. Additional workshops could be added to the timetable for all 20 credit students based on supporting the assignment requirements. It was noted that current students opting for the 10 credit option are attending purely for the experience of Manchester so a certificate of attendance may suffice. It would need to be clarified whether students would have the opportunity to re-sit if they fail the assignment element for 20 credits. If there is no option to re-sit then this will need to be clearly articulated. However 10 credits could be used as an exit award for those failing the assignment. A benchmarking exercise is needed to see if competitors offer re-sit options.

**Decision:**

Mike reported that he would prefer to offer the 20 credit version as the default award. If students fail they will receive the 10 credit exit award. He was happy to be guided by the committee regarding re-sit options but that these could be arranged via Blackboard.

The ‘Manchester’ International Summer School for 2014 has been advertised as being for 20 credits so removing the 10 credit option will not require any amendments.

**Action:**

Mike to make the required changes to the proposal for 2014 and Matt to sign off via Chair’s Action ahead of the May meeting. Publicity material for the 2015 Summer School must come to the May UG Programme Sub Committee before it is advertised.

**9. Chair’s Action**

**Received:**

A list of Programme Approvals, Amendments, Suspensions and Withdrawals approved by Chair’s Action since 13th November 2013.

**10. External Examiner Appointments**

**Received:**

A list of External Examiner appointments approved since 13th November 2013.

**11. Any Other Business**

1. **Languages in long term**

Harriet raised the question of the future availability of language provision at the University. James reported that there has been a 22% increase in applications from students wanting to study languages. The University is planning to increase numbers of students taking language degrees and will be investing in University-wide language learning initiatives.

1. **Issue of Course Unit Swaps**

James reported that he has been receiving requests from students wanting to transfer between course units after the two-week deadline. These students have been submitting mitigating circumstances in order to support their applications. He asked for clarification of the process for students wanting to change units once the two-week deadline had elapsed and whether there were any exceptions?

**Agreed:**

It was agreed that a common sense approach must be adopted on a case by case basis, but that normally students should not be allowed to swap units once assessments were underway.

**12. Date of next meeting 21st May 2.00pm room 2.06 in the Williamson Building.**

**HUMANITIES UG SUB-COMMITTEE ACTIONS LIST: 12th February 2014**

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| **Who** | **Action** | **Outcome**  |
| **SH & MW** | * Clarify where students are going to come from
* Clarify if there are any pre-requisites
* Provide email correspondence stating that School of Psychological Sciences is happy with this
* Establish a cascade route from Psychology for applicants with lower grades
* Amend duration on page 2 to show 33 months Full time and 69 months Part time
* Confirm part time numbers
* Confirm home and overseas numbers
* Confirm whether additional posts have been approved?
* Confirm whether it is correct that no provision is made for administration costs
* Confirm if placements can be guaranteed
* Give rationale behind the ten credit structure, in view of the assessment load on students and resource issues for staff.
* Resources page – confirm whether year one transport costs are going to be refunded? (students may be charged up to 1% of their annual fee in additional costs, but these costs must be justified and stated clearly in advance).
* Provide signed NPP1 to TLO with approval from Head of School and Faculty Accountant
* Provide signed Resources Form from Head of School
* Provide signed IS eLearning resources form from Faculty IS Manager
 |  |
| MS | * Make required changes to the proposal for 2014. Chair to sign off ahead of the May meeting.
* Publicity for the 2015 Summer School to come to the May UG Programme Sub Committee before it is advertised.
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